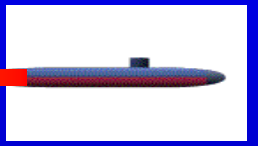
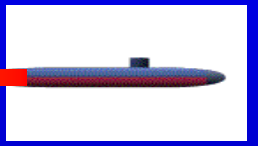
MIDN Security Clearances (Updated 5/17/12)



- Security Clearance General Requirements
- Person Summary Checklist
- JPAS Person Summary Examples
- Granting Non-SCI Clearances
- Common Problems
- Points of Contact

Security Clearance General Requirements

Midshipman Summer Cruises 2012



Minimum Required Clearance

- To go underway on a submarine, at least an Interim SECRET clearance is required.
- In the case of midshipmen, it is the responsibility of the parent command (the midshipman's NROTC unit or USNA) to ensure their midshipmen have the proper clearance in order to perform the required summer training.

Midshipmen Clearance Responsibility

- Total responsibility for obtaining midshipmen security clearances resides with the midshipman’s parent NROTC unit or USNA.
- Midshipmen who arrive without a proper security clearance will not embark on submarines.
- These requirement apply to submarine cruises and CORTRAMID

Clearance Requirements

- The Joint Personnel Adjudication System (JPAS) is the system of record for personnel clearances in the Department of Defense.
- All clearance information for a person visiting a command where they will require access to classified material must be sent via JPAS to the visited command.

Clearance Requirements

- In order to be cleared for access to classified material, a person must have:
  - US Citizenship.
  - A completed investigation with determined eligibility for the desired clearance.
  - Signed/Executed SF-312 Nondisclosure Agreement.
  - Access to the desired level of classification granted.
- OR
  - US Citizenship.
  - Signed/Executed SF-312 Nondisclosure Agreement.
  - An interim clearance of the desired level granted.
- All of the above-listed requirements must be entered into JPAS in order to be valid.

Determining Clearance

JCAVS Person Summary — Page 1 of 2

Person Summary

KNOTCLEAR, EDWARD RICHARD

Person Category ROTC (USN)

SSN: 123-45-6789
Open Investigation: N/A
PSQ Sent Date: N/A
Attestation Date: 2004 06 17
Incident Report: N/A
SF 713 Fin Consent Date: N/A
SF 714 Fin Disclosure Date: N/A
Polygraph: N/A
Foreign Relation: N/A

Date of Birth: 1987 07 02
Marital Status: N/A
Place of Birth: Iowa
Citizenship: U.S. Citizen
NdA Signed: Yes
NdS Signed: Yes

Accesses

Category	US Access	Nuclear	PSP	Suitability and Trustworthiness	SCI
ROTC (USN)	Secret	Rest Data	No	IT: N/A Public Trust: N/A Child Care: N/A	No

Person Category Information

Category Classification: N/A
Organization: 63216, NROTC VIRGINIA MILITARY INSTITUTE, COMMANDING OFFICER, LEXINGTON, VA, 65211-4090
Organization Status: N/A
Occupation Code: N/A
SCI SMO: N/A
Non-SCI SMO: N/A
Servicing SMO: No
Office Symbol: N/A
Position Code: N/A
Arrival Date: N/A
Office Phone Comm: N/A
Separation Status: N/A
Interim: N/A

Separation Date: N/A
Grade: N/A
PS: N/A
RNLTD: N/A
Office Phone DSN: N/A
TAFMSD: N/A
Proj. Departure Date: N/A
Proj. UIC/RUC/PASCODE: N/A

Investigation Summary

SSBI from OPM, Opened: 2004 11 02 Closed 2005 10 19
NAC from OPM, Opened: Closed 2004 11 25

Adjudication Summary

PSI Adjudication of NACLC OPM, Opened 2005 06 30, Closed 2005 08 12, determined Eligibility of Secret on 2005 08 25 DoNCAF

External Interfaces

Perform SII Search DCII

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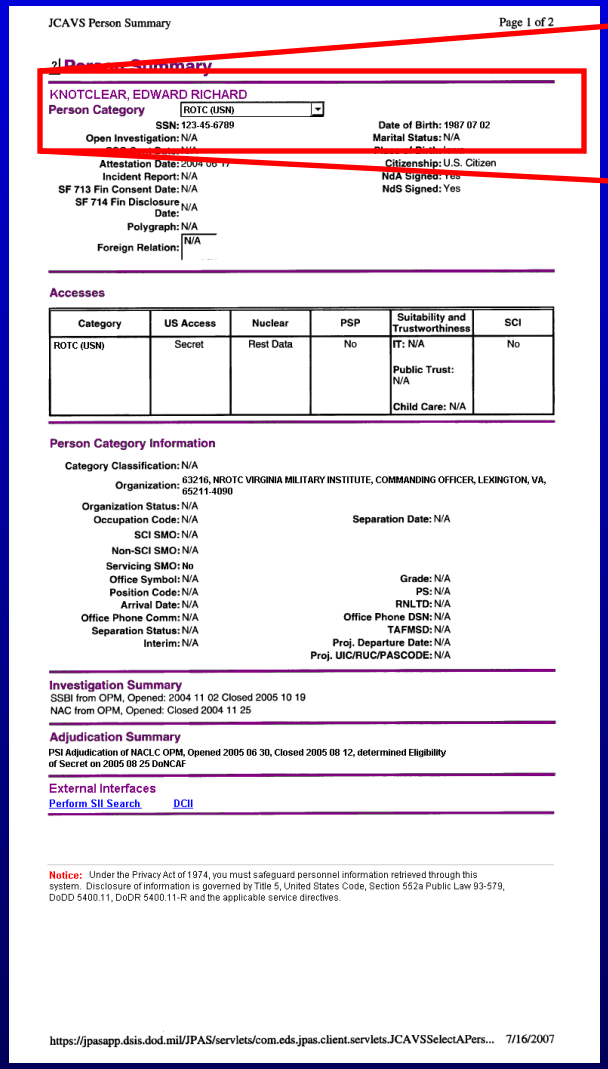
https://jpasapp.dsis.dod.mil/JPAS/servlets/com.eds.jpas.client.servlets.JCAVSSelectAPers... 7/16/2007

- The JPAS Person Summary page will be used to verify midshipmen clearances.
- The information displayed will vary based on the level of access of the person who logs on to JPAS, but the data required for summer cruise clearances should be visible at all levels.

Determining Clearance: Category



JCAVS Person Summary — Page 1 of 2

KNOTCLEAR, EDWARD RICHARD
Person Category: ROTC (USN)

SSN: 123-45-6789 — Date of Birth: 1987 07 02
Open Investigation: N/A — Marital Status: N/A
Attestation Date: 2004 06 17 — Citizenship: U.S. Citizen
Incident Report: N/A — NdA Signed: Yes
SF 713 Fin Consent Date: N/A — NdS Signed: Yes
SF 714 Fin Disclosure Date: N/A
Polygraph: N/A
Foreign Relation: N/A

Accesses

Category	US Access	Nuclear	PSP	Suitability and Trustworthiness	SCI
ROTC (USN)	Secret	Rest Data	No	IT: N/A Public Trust: N/A Child Care: N/A	No

Person Category Information

Category Classification: N/A
Organization: 63216, NROTC VIRGINIA MILITARY INSTITUTE, COMMANDING OFFICER, LEXINGTON, VA, 65211-4090
Organization Status: N/A
Occupation Code: N/A — Separation Date: N/A
SCI SMO: N/A
Non-SCI SMO: N/A
Servicing SMO: No
Office Symbol: N/A — Grade: N/A
Position Code: N/A — PS: N/A
Arrival Date: N/A — RNLTD: N/A
Office Phone Comm: N/A — Office Phone DSN: N/A
Separation Status: N/A — TAFMSD: N/A
Interim: N/A — Proj. Departure Date: N/A
Proj. UIC/RUC/PASCODE: N/A

Investigation Summary
SSBI from OPM, Opened: 2004 11 02 Closed 2005 10 19
NAC from OPM, Opened: Closed 2004 11 25

Adjudication Summary
PSI Adjudication of NACLC OPM, Opened 2005 06 30, Closed 2005 08 12, determined Eligibility of Secret on 2005 08 25 DoNCAF

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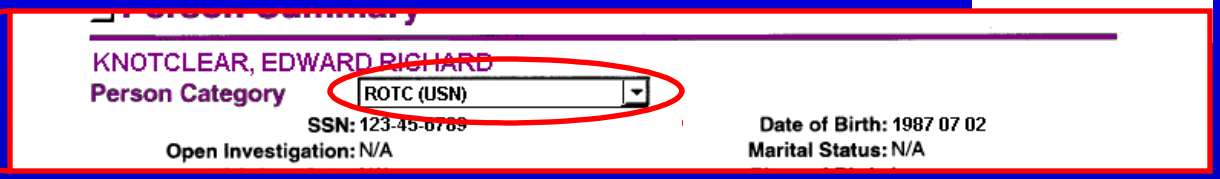
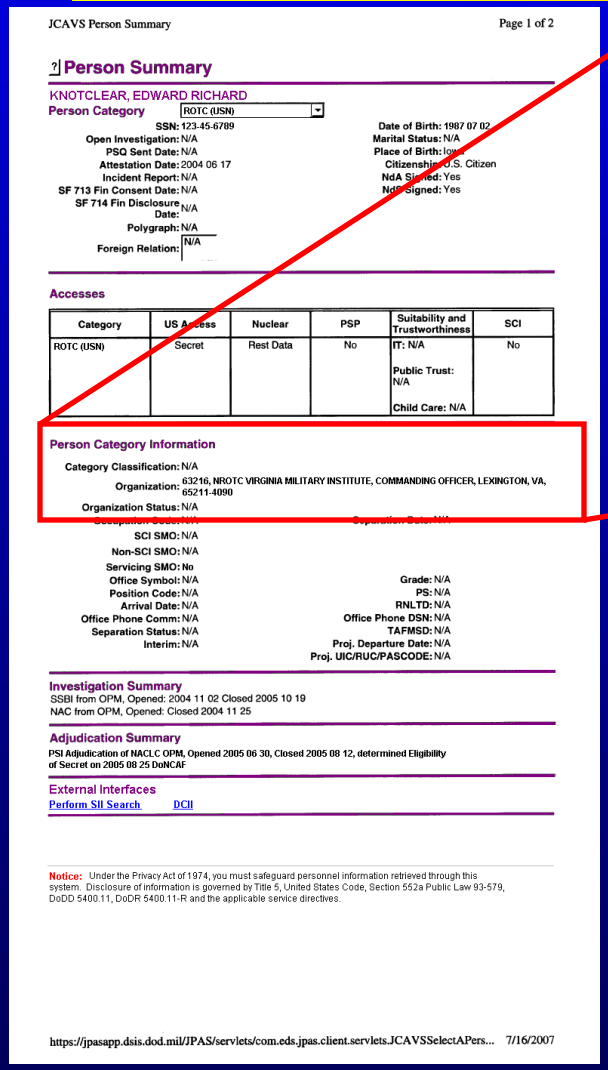


- All personnel in JPAS are assigned one or more categories under which they are or may be granted clearance. The proper category must be displayed in the drop-down box at the top in order to display the proper data.
- Most personnel have multiple categories available. Clearance data taken from the wrong category is NOT VALID.
- NROTC and Merchant Marine Academy midshipmen must have the “ROTC (USN)” category displayed.
- USNA midshipmen must have the “Academy (USN)” category displayed.

Determining Clearance: Ownership



JCAVS Person Summary — Page 1 of 2

Person Summary

KNOTCLEAR, EDWARD RICHARD

Person Category: ROTC (USN)

SSN: 123-45-6789 — Date of Birth: 1987 07 02
Open Investigation: N/A — Marital Status: N/A
PSQ Sent Date: N/A — Place of Birth: Iowa
Attestation Date: 2004 06 17 — Citizenship: U.S. Citizen
Incident Report: N/A — NdA Signed: Yes
SF 713 Fin Consent Date: N/A — NdA Signed: Yes
SF 714 Fin Disclosure Date: N/A
Polygraph: N/A
Foreign Relation: N/A

Accesses

Category	US Access	Nuclear	PSP	Suitability and Trustworthiness	SCI
ROTC (USN)	Secret	Rest Data	No	IT: N/A Public Trust: N/A Child Care: N/A	No

Person Category Information

Category Classification: N/A
Organization: 63216, NROTC VIRGINIA MILITARY INSTITUTE, COMMANDING OFFICER, LEXINGTON, VA, 65211-4090
Organization Status: N/A
Occupation Code: N/A — Separation Date: N/A
SCI SMO: N/A
Non-SCI SMO: N/A
Servicing SMO: No
Office Symbol: N/A — Grade: N/A
Position Code: N/A — PS: N/A
Arrival Date: N/A — RNLTD: N/A
Office Phone Comm: N/A — Office Phone DSN: N/A
Separation Status: N/A — TAFMSD: N/A
Interim: N/A — Proj. Departure Date: N/A
Proj. UIC/RUC/PASCODE: N/A

Investigation Summary

SSBI from OPM, Opened: 2004 11 02 Closed 2005 10 19
NAC from OPM, Opened: Closed 2004 11 25

Adjudication Summary

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External Interfaces

Perform SII Search — DCII

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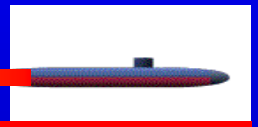
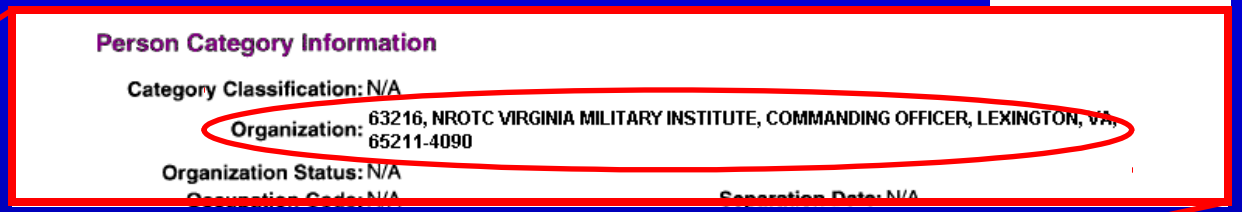
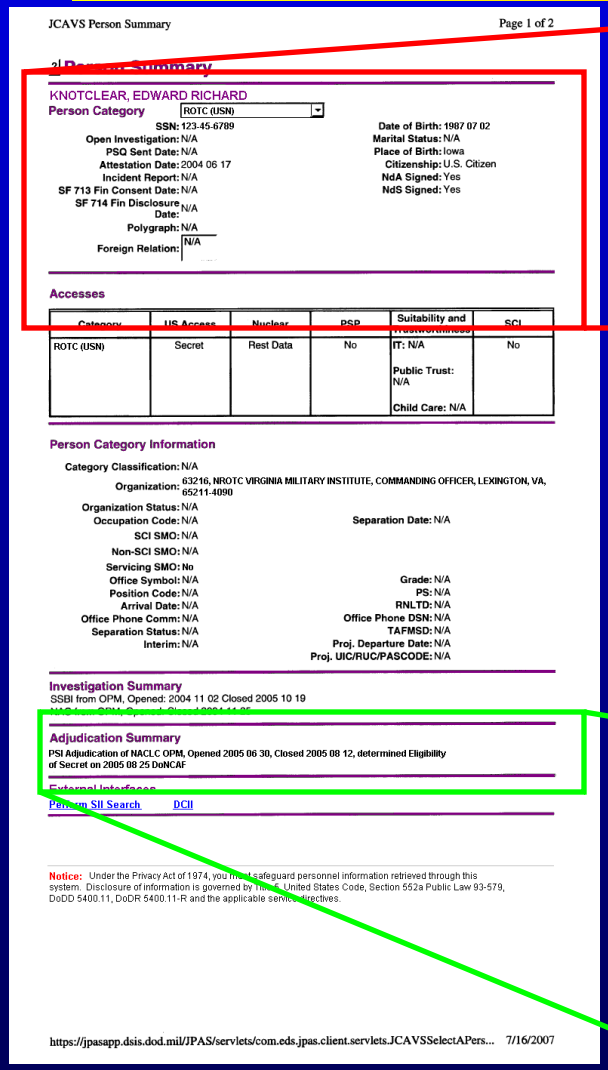



Person Category Information
Category Classification: N/A
Organization: 63216, NROTC VIRGINIA MILITARY INSTITUTE, COMMANDING OFFICER, LEXINGTON, VA, 65211-4090
Organization Status: N/A

- The person must have an “owning” command indicated in the Person Category Information area.
- The owning command is who grants interim or final clearance. If this is blank when the proper category is selected or does not match the school from which the midshipman was sent, the midshipman does not have the proper clearance.
- This block will indicate whether a midshipman is supposed to have their clearance under the “ROTC (USN)” or “Academy (USN)” category.

Determining Clearance: Eligibility



JCAVS Person Summary — Page 1 of 2

KNOTCLEAR, EDWARD RICHARD

Person Category ROTC (USN)

SSN: 123-45-6789 — Date of Birth: 1987 07 02
Open Investigation: N/A — Marital Status: N/A
PSQ Sent Date: N/A — Place of Birth: Iowa
Attestation Date: 2004 06 17 — Citizenship: U.S. Citizen
Incident Report: N/A — NdA Signed: Yes
SF 713 Fin Consent Date: N/A — NdS Signed: Yes
SF 714 Fin Disclosure Date: N/A
Polygraph: N/A
Foreign Relation: N/A

Accesses

Category	IS Access	Nuclear	PSP	Suitability and Trustworthiness	SCI
ROTC (USN)	Secret	Rest Data	No	IT: N/A Public Trust: N/A Child Care: N/A	No

Person Category Information

Category Classification: N/A
Organization: 63216, NROTC VIRGINIA MILITARY INSTITUTE, COMMANDING OFFICER, LEXINGTON, VA, 65211-4090
Organization Status: N/A
Occupation Code: N/A — Separation Date: N/A
SCI SMO: N/A
Non-SCI SMO: N/A
Servicing SMO: No
Office Symbol: N/A — Grade: N/A
Position Code: N/A — PS: N/A
Arrival Date: N/A — RNLTD: N/A
Office Phone Comm: N/A — Office Phone DSN: N/A
Separation Status: N/A — TAFMSD: N/A
Interim: N/A — Proj. Departure Date: N/A
Proj. UIC/RUC/PASCODE: N/A

Investigation Summary
SSBI from OPM, Opened: 2004 11 02 Closed 2005 10 19

Adjudication Summary
PSI Adjudication of NACLC OPM, Opened 2005 06 30, Closed 2005 08 12, determined Eligibility of Secret on 2005 08 25 DoNCAF

Person SII Search DCII

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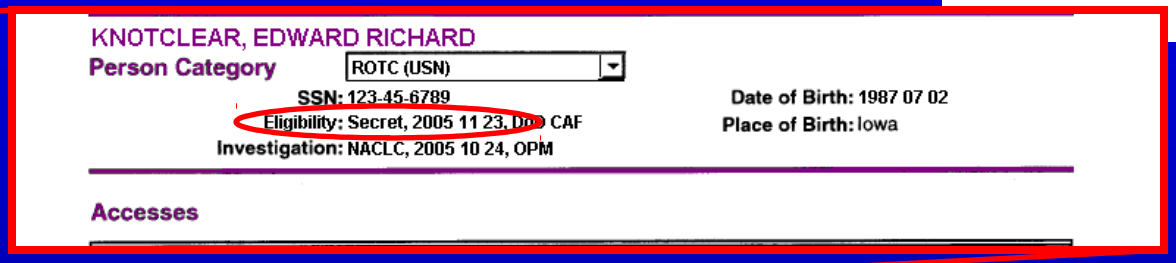


KNOTCLEAR, EDWARD RICHARD

Person Category ROTC (USN)

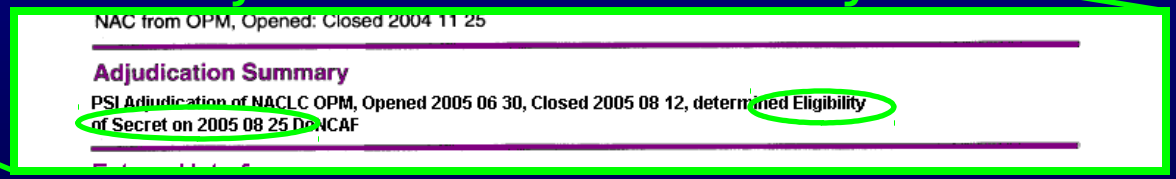
SSN: 123-45-6789 — Date of Birth: 1987 07 02
Eligibility: Secret, 2005 11 23, DoD CAF — Place of Birth: Iowa
Investigation: NACLC, 2005 10 24, OPM

Accesses

- Eligibility is represented in the Person Category area as "Eligibility: Secret, [yyyy] [mm] [dd]..."

-OR-

- In some views, the statement "... determined Eligibility of Secret on [yyyy] [mm] [dd]..." should be in the Adjudication Summary area.

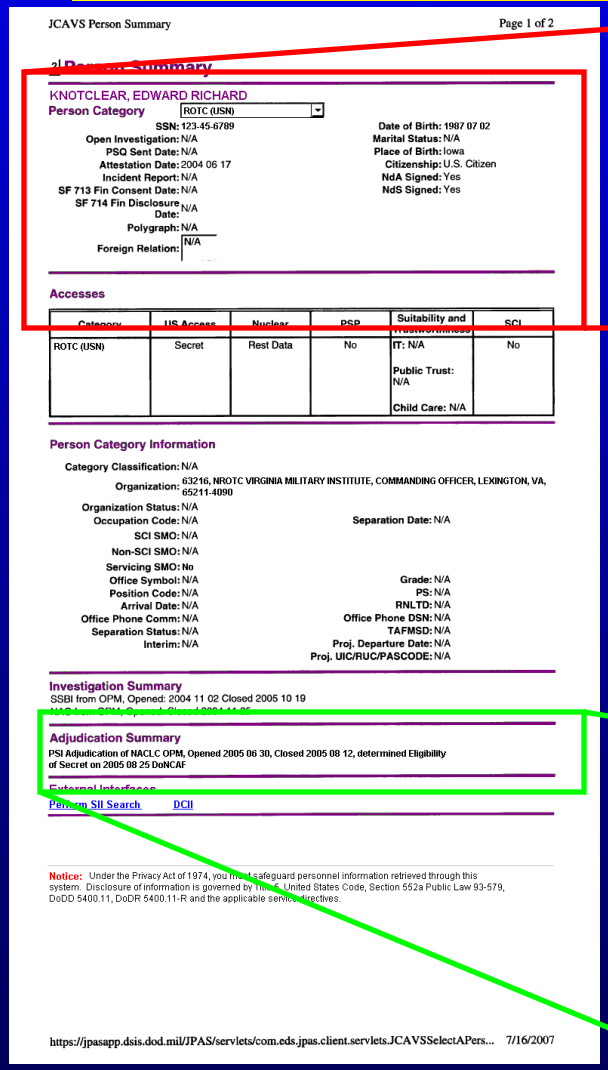


NAC from OPM, Opened: Closed 2004 11 25

Adjudication Summary

PSI Adjudication of NACLC OPM, Opened 2005 06 30, Closed 2005 08 12, determined Eligibility of Secret on 2005 08 25 DoNCAF

Determining Clearance: Eligibility



JCAVS Person Summary — Page 1 of 2

KNOTCLEAR, EDWARD RICHARD

Person Category: ROTC (USN)

SSN: 123-45-6789
Date of Birth: 1987 07 02
Open Investigation: N/A
Marital Status: N/A
PSQ Sent Date: N/A
Place of Birth: Iowa
Attestation Date: 2004 06 17
Citizenship: U.S. Citizen
Incident Report: N/A
NdA Signed: Yes
SF 713 Fin Consent Date: N/A
NdS Signed: Yes
SF 714 Fin Disclosure Date: N/A
Polygraph: N/A
Foreign Relation: N/A

Accesses

Category	IS Access	Nuclear	PSP	Suitability and	SCI
ROTC (USN)	Secret	Rest Data	No	IT: N/A Public Trust: N/A Child Care: N/A	No

Person Category Information

Category Classification: N/A
Organization: 63216, NROTC VIRGINIA MILITARY INSTITUTE, COMMANDING OFFICER, LEXINGTON, VA, 65211-4090
Organization Status: N/A
Occupation Code: N/A
Separation Date: N/A
SCI SMO: N/A
Non-SCI SMO: N/A
Servicing SMO: No
Office Symbol: N/A
Grade: N/A
Position Code: N/A
PS: N/A
Arrival Date: N/A
RNLTD: N/A
Office Phone Comm: N/A
Office Phone DSN: N/A
Separation Status: N/A
TAFMSD: N/A
Interim: N/A
Proj. Departure Date: N/A
Proj. UIC/RUC/PASCODE: N/A

Investigation Summary

SSBI from OPM, Opened: 2004 11 02 Closed 2005 10 19

Adjudication Summary

PSI Adjudication of NACLC OPM, Opened 2005 06 30, Closed 2005 08 12, determined Eligibility of Secret on 2005 08 25 DoNCAF

Person SII Search DCII

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KNOTCLEAR, EDWARD RICHARD

Person Category: ROTC (USN)

SSN: 123-45-6789
Date of Birth: 1987 07 02
Eligibility: Secret, 2005 11 23, DoD CAF
Place of Birth: Iowa
Investigation: NACLC, 2005 10 24, OPM

Accesses

- Eligibility means the investigation is complete and has been adjudicated.
- This is not required for an interim clearance.
- Eligibility alone does not constitute a clearance. Access must be granted before a person is cleared.

NAC from OPM, Opened: Closed 2004 11 25

Adjudication Summary

PSI Adjudication of NACLC OPM, Opened 2005 06 30, Closed 2005 08 12, determined Eligibility of Secret on 2005 08 25 DoNCAF

Determining Clearance: Interim Clearance

JCAVS Person Summary — Page 1 of 2

Person Summary

KNOTCLEAR, EDWARD RICHARD

Person Category ROTC (USN)

SSN: 123-45-6789 — Date of Birth: 1987 07 02
Open Investigation: N/A — Marital Status: N/A
PSQ Sent Date: N/A — Place of Birth: Iowa
Attestation Date: 2004 06 17 — Citizenship: U.S. Citizen
Incident Report: N/A — NdA Signed: Yes
SF 713 Fin Consent Date: N/A — NdS Signed: Yes
SF 714 Fin Disclosure Date: N/A
Polygraph: N/A
Foreign Relation: N/A

Accesses

Category	US Access	Nuclear	PSP	Suitability and Trustworthiness	SCI
ROTC (USN)	Interim Secret	Rest Data	No	IT: N/A Public Trust: N/A Child Care: N/A	No

Person Category Information

Category Classification: N/A
Organization: 63216, NROTC VIRGINIA MILITARY INSTITUTE, COMMANDING OFFICER, LEXINGTON, VA, 65211-4090
Organization Status: N/A
Occupation Code: N/A — Separation Date: N/A
SCI SMO: N/A
Non-SCI SMO: N/A
Servicing SMO: No
Office Symbol: N/A — Grade: N/A
Position Code: N/A — PS: N/A
Arrival Date: N/A — RNLTD: N/A
Office Phone Comm: N/A — Office Phone DSN: N/A
Separation Status: N/A — TAFMSD: N/A
Interim: Interim Secret, 2007 07 13 — Proj. Departure Date: N/A
Proj. UIC/RUC/PASCODE: N/A

Investigation Summary

SSBI from OPM, Opened: 2004 11 02 Closed 2005 10 19
NAC from OPM, Opened: Closed 2004 11 25

Adjudication Summary

PSI Adjudication of NACLC OPM, Opened 2005 06 30, Closed 2005 08 12, determined Eligibility of Secret on 2005 08 25 DoNCAF

External Interfaces

Perform SII Search DCII

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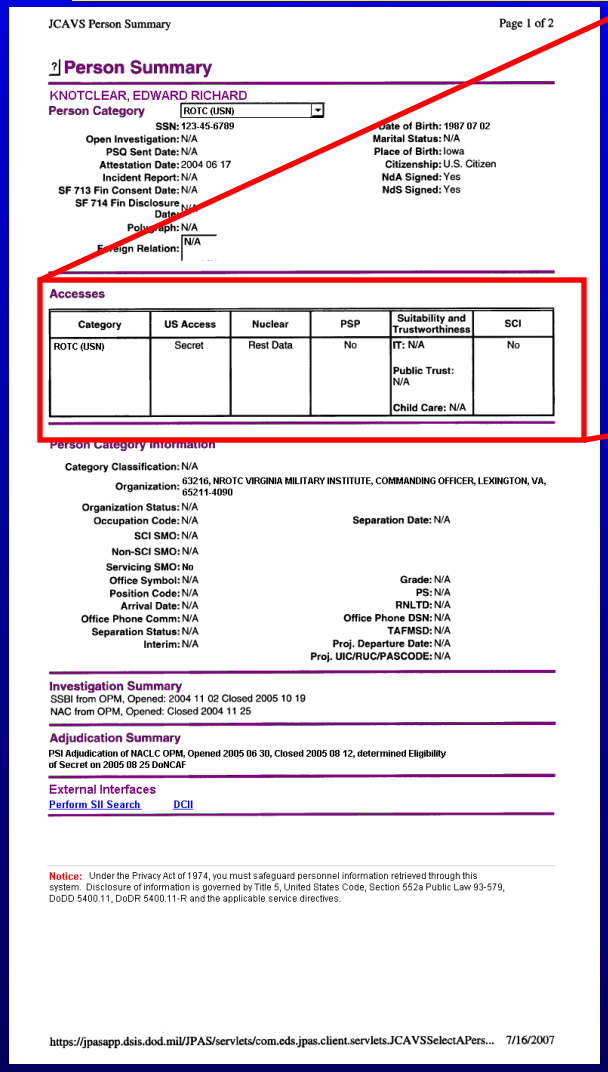
https://jpasapp.dsis.dod.mil/JPAS/servlets/com.eds.jpas.client.servlets.JCAVSSelectAPers... 7/16/2007

- If a midshipman has been granted an interim clearance, this should show up in two places:
  - The "Interim:" block in the Person Category Information area should say "Interim Secret, [yyyy] [mm] [dd]"
  - "Interim Secret" access (discussed in the next slide) will be displayed in the table in the Accesses area.

Office Phone Comm: N/A — Office Phone DSN: N/A
Separation Status: N/A — TAFMSD: N/A
Interim: Interim Secret, 2007 07 13 — Proj. Departure Date: N/A
Proj. UIC/RUC/PASCODE: N/A

Determining Clearance: Access



JCAVS Person Summary — Page 1 of 2

Person Summary

KNOTCLEAR, EDWARD RICHARD

Person Category: ROTC (USN)

SSN: 123-45-6789
Open Investigation: N/A
PSQ Sent Date: N/A
Attestation Date: 2004 06 17
Incident Report: N/A
SF 713 Fin Consent Date: N/A
SF 714 Fin Disclosure Date: N/A
Polygraph: N/A
Foreign Relation: N/A

Date of Birth: 1987 07 02
Marital Status: N/A
Place of Birth: Iowa
Citizenship: U.S. Citizen
NdA Signed: Yes
NdS Signed: Yes

Accesses

Category	US Access	Nuclear	PSP	Suitability and Trustworthiness	SCI
ROTC (USN)	Secret	Rest Data	No	IT: N/A Public Trust: N/A Child Care: N/A	No

Person Category Information

Category Classification: N/A
Organization: 63216, NROTC VIRGINIA MILITARY INSTITUTE, COMMANDING OFFICER, LEXINGTON, VA, 65211-4090
Organization Status: N/A
Occupation Code: N/A
SCI SMO: N/A
Non-SCI SMO: N/A
Servicing SMO: No
Office Symbol: N/A
Position Code: N/A
Arrival Date: N/A
Office Phone Comm: N/A
Separation Status: N/A
Interim: N/A

Separation Date: N/A
Grade: N/A
PS: N/A
RNLTD: N/A
Office Phone DSN: N/A
TAFMSD: N/A
Proj. Departure Date: N/A
Proj. UIC/RUC/PASCODE: N/A

Investigation Summary

SSBI from OPM, Opened: 2004 11 02 Closed 2005 10 19
NAC from OPM, Opened: Closed 2004 11 25

Adjudication Summary

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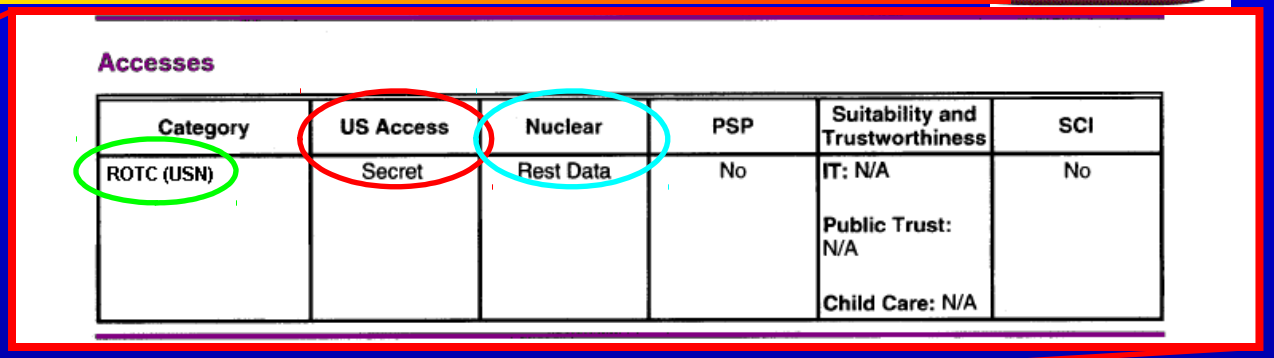


Accesses

Category	US Access	Nuclear	PSP	Suitability and Trustworthiness	SCI
ROTC (USN)	Secret	Rest Data	No	IT: N/A Public Trust: N/A Child Care: N/A	No

- Access is displayed in the table in the Accesses area.
- To have a final SECRET clearance, the box in the proper category row of the "US Access" column must contain "Secret."
- To have an interim SECRET clearance, the box in the proper category row of the "US Access" column must contain "Interim Secret."
- Midshipmen participating in submarine cruises should also be granted "Rest[ricted] Data" access to NNPI ("Nuclear") in the proper category.

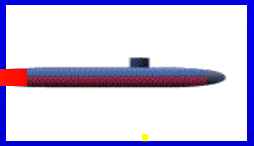
Person Summary Checklist

Person Summary Checklist

- Person Summary – “ROTC (USN)”
- NdA – “Yes”
- Organization – NROTC Unit with UIC
- Accesses
  - US “Secret”
  - Nuclear “Rest Data”
- Adjudication Summary – “Eligibility of Secret on (Date)”or Interim Secret on (Date)

JPAS Person Summary Examples

Examples: 1



Person Summary

KNOTCLEAR, EDWARD RICHARD

Person Category ROTC (USN)

[redacted]

Date of Birth: 1987 07 02
Marital Status: N/A
Place of Birth: Iowa

Accesses

Category	Suitability and Trustworthiness
ROTC (USN)	**IT:** N/A **Public Trust:** N/A **Child Care:** N/A
Reserve - Enlisted (USN)	**IT:** N/A **Public Trust:** N/A **Child Care:** N/A

Person Category Information

Category Classification: N/A
Organization: 63216, NROTC VIRGINIA MILITARY INSTITUTE, COMMANDING OFFICER, LEXINGTON, VA, 65211-4090
Separation Status: N/A
Interim: N/A
Proj. UIC/RUC/PASCODE: N/A

Investigation Summary

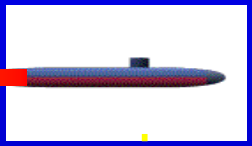
SSBI from OPM, Opened: 2004 11 02 Closed 2005 10 19
NAC from OPM, Opened: Closed 2004 11 25

Adjudication Summary

PSI Adjudication of NACLC OPM, Opened 2005 06 30, Closed 2005 08 12, determined Eligibility of Secret on 2005 08 25 DoNCAF

- Midshipmen is from VMI NROTC.
- Does this midshipman have the required security clearance to go on a submarine cruise?

Examples: 1



Person Summary

KNOTCLEAR, EDWARD RICHARD

Person Category ROTC (USN)

SSN: 123-45-6789

Date of Birth: 1987 07 02
Marital Status: N/A
Place of Birth: Iowa

Accesses

Category	Suitability and Trustworthiness
ROTC (USN)	IT: N/A Public Trust: N/A Child Care: N/A
Reserve - Enlisted (USN)	IT: N/A Public Trust: N/A Child Care: N/A

Person Category Information

Category Classification: N/A

Organization: 63216, NROTC VIRGINIA MILITARY INSTITUTE, COMMANDING OFFICER, LEXINGTON, VA, 65211-4090

Separation Status: N/A
Interim: N/A
Proj. UIC/RUC/PASCODE: N/A

Investigation Summary

SSBI from OPM, Opened: 2004 11 02 Closed 2005 10 19
NAC from OPM, Opened: Closed 2004 11 25

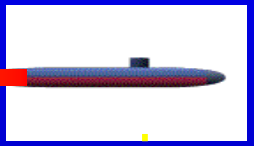
Adjudication Summary

PSI Adjudication of NACLC OPM, Opened 2005 06 30, Closed 2005 08 12, determined Eligibility of Secret on 2005 08 25 DoNCAF

- Midshipmen is from VMI NROTC.
- Access: None
- Proper Clearance:

NO

Examples: 2



Person Summary

KNOTCLEAR, EDWARD RICHARD

Person Category Reserve - Enlisted (USN)

SSN: 123-45-6789

Date of Birth: 1987 07 02
Marital Status: N/A
Place of Birth: Iowa

Accesses

Category	US Access	Nuclear	PSP	Suitability and Trustworthiness	SCI
Reserve - Enlisted (USN)	Secret	Rest Data	No	IT: N/A Public Trust: N/A Child Care: N/A	No

Person Category Information

Category Classification: N/A

Organization: 63216, NROTC VIRGINIA MILITARY INSTITUTE, COMMANDING OFFICER, LEXINGTON, VA, 65211-4090

Separation Status: N/A
Interim: N/A
Proj. UIC/RUC/PASCODE: N/A

Investigation Summary

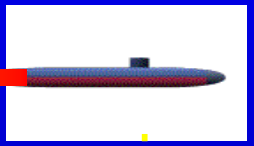
SSBI from OPM, Opened: 2004 11 02 Closed 2005 10 19
NAC from OPM, Opened: Closed 2004 11 25

Adjudication Summary

PSI Adjudication of NACLC OPM, Opened 2005 06 30, Closed 2005 08 12, determined Eligibility of Secret on 2005 08 25 DoNCAF

- Midshipmen is from VMI NROTC.
- Does this midshipman have the required security clearance to go on a submarine cruise?

Examples: 2



Person Summary

KNOTCLEAR, EDWARD RICHARD

Person Category Reserve - Enlisted (USN)

SSN: 123-45-6789

Date of Birth: 1987 07 02
Marital Status: N/A
Place of Birth: Iowa

Accesses

Category	US Access	Nuclear	PSP	Suitability and Trustworthiness	SCI
Reserve - Enlisted (USN)	Secret	Rest Data	No	IT: N/A Public Trust: N/A Child Care: N/A	No

Person Category Information

Category Classification: N/A
Organization: 63216, NROTC VIRGINIA MILITARY INSTITUTE, COMMANDING OFFICER, LEXINGTON, VA, 65211-4090
Separation Status: N/A
Interim: N/A
Proj. UIC/RUC/PASCODE: N/A

Investigation Summary

SSBI from OPM, Opened: 2004 11 02 Closed 2005 10 19
NAC from OPM, Opened: Closed 2004 11 25

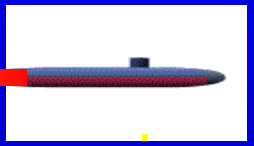
Adjudication Summary

PSI Adjudication of NACLC OPM, Opened 2005 06 30, Closed 2005 08 12, determined Eligibility of Secret on 2005 08 25 DoNCAF

- Midshipmen is from VMI NROTC.
- Category: Reserve – Enlisted (USN)
- Proper Clearance:

NO

Examples: 3



Person Summary

KNOTCLEAR, EDWARD RICHARD

Person Category Academy (USN)

SSN: 123-45-6789

Date of Birth: 1987 07 02
Marital Status: N/A
Place of Birth: Iowa

Accesses

Category	US Access	Nuclear	PSP	Suitability and Trustworthiness	SCI
ROTC (USN)	Secret	Rest Data	No	IT: N/A Public Trust: N/A Child Care: N/A	No
Academy (USN)	No	No	No	IT: N/A Public Trust: N/A Child Care: N/A	No

Person Category Information

Category Classification: N/A
Organization: 63216, NROTC VIRGINIA MILITARY INSTITUTE, COMMANDING OFFICER, LEXINGTON, VA, 65211-4090
Separation Status: N/A
Interim: N/A
Proj. UIC/RUC/PASCODE: N/A

Investigation Summary

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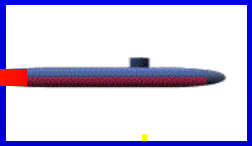
NAC from OPM, Opened: Closed 2004 11 25

Adjudication Summary

PSI Adjudication of NACLC OPM, Opened 2005 06 30, Closed 2005 08 12, determined Eligibility of Secret on 2005 08 25 DoNCAF

- Midshipmen is from VMI NROTC.
- Does this midshipman have the required security clearance to go on a submarine cruise?

Examples: 3



Person Summary

KNOTCLEAR, EDWARD RICHARD

Person Category Academy (USN)

SSN: 123-45-6789

Date of Birth: 1987 07 02
Marital Status: N/A
Place of Birth: Iowa

Accesses

Category	US Access	Nuclear	PSP	Suitability and Trustworthiness	SCI
ROTC (USN)	Secret	Rest Data	No	**IT:** N/A **Public Trust:** N/A **Child Care:** N/A	No
Academy (USN)	No	No	No	**IT:** N/A **Public Trust:** N/A **Child Care:** N/A	No

Person Category Information

Category Classification: N/A

Organization: 63216, NROTC VIRGINIA MILITARY INSTITUTE, COMMANDING OFFICER, LEXINGTON, VA, 65211-4090

Separation Status: N/A
Interim: N/A
Proj. UIC/RUC/PASCODE: N/A

Investigation Summary

SSBI from OPM, Opened: 2004 11 02 Closed 2005 10 19
NAC from OPM, Opened: Closed 2004 11 25

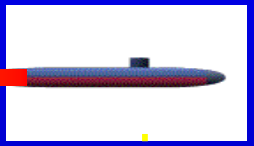
Adjudication Summary

PSI Adjudication of NACLC OPM, Opened 2005 06 30, Closed 2005 08 12, determined Eligibility of Secret on 2005 08 25 DoNCAF

- Midshipmen is from VMI NROTC.
- Category: Academy (USN)
- Proper Clearance:

NOT SHOWN

Examples: 4



Person Summary

KNOTCLEAR, EDWARD RICHARD

Person Category ROTC (USN)

SSN: 123-45-6789

Date of Birth: 1987 07 02
Marital Status: N/A
Place of Birth: Iowa

Accesses

Category	US Access	Nuclear	PSP	Suitability and Trustworthiness	SCI
ROTC (USN)	Secret	Rest Data	No	IT: N/A Public Trust: N/A Child Care: N/A	No
Academy (USN)	No	No	No	IT: N/A Public Trust: N/A Child Care: N/A	No

Person Category Information

Category Classification: N/A
Organization: N/A
Separation Status: N/A
Interim: N/A
Proj. UIC/RUC/PASCODE: N/A

Investigation Summary

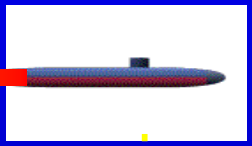
SSBI from OPM, Opened: 2004 11 02 Closed 2005 10 19
NAC from OPM, Opened: Closed 2004 11 25

Adjudication Summary

PSI Adjudication of NACLC OPM, Opened 2005 06 30, Closed 2005 08 12, determined Eligibility of Secret on 2005 08 25 DoNCAF

- Midshipmen is from VMI NROTC.
- Does this midshipman have the required security clearance to go on a submarine cruise?

Examples: 4



Person Summary

KNOTCLEAR, EDWARD RICHARD

Person Category ROTC (USN)

SSN: 123-45-6789

Date of Birth: 1987 07 02
Marital Status: N/A
Place of Birth: Iowa

Accesses

Category	US Access	Nuclear	PSP	Suitability and Trustworthiness	SCI
ROTC (USN)	Secret	Rest Data	No	IT: N/A Public Trust: N/A Child Care: N/A	No
Academy (USN)	No	No	No	IT: N/A Public Trust: N/A Child Care: N/A	No

Person Category Information

Category Classification: N/A
Organization: N/A
Separation Status: N/A
Interim: N/A
Proj. UIC/RUC/PASCODE: N/A

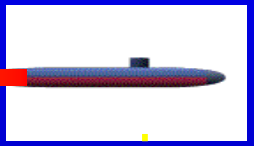
Investigation Summary
SSBI from OPM, Opened: 2004 11 02 Closed 2005 10 19
NAC from OPM, Opened: Closed 2004 11 25

Adjudication Summary
PSI Adjudication of NACLC OPM, Opened 2005 06 30, Closed 2005 08 12, determined Eligibility of Secret on 2005 08 25 DoNCAF

- Midshipmen is from VMI NROTC.
- Ownership: N/A
- Proper Clearance:

NO

Examples: 5



Person Summary

KNOTCLEAR, EDWARD RICHARD

Person Category ROTC (USN)

SSN: 123-45-6789

Date of Birth: 1987 07 02
Marital Status: N/A
Place of Birth: Iowa

Accesses

Category	US Access	Nuclear	PSP	Suitability and Trustworthiness	SCI
ROTC (USN)	No	No	No	IT: N/A Public Trust: N/A Child Care: N/A	No
Reserve - Enlisted (USN)	Secret	Rest Data	No	IT: N/A Public Trust: N/A Child Care: N/A	No

Person Category Information

Category Classification: N/A

Organization: 63216, NROTC VIRGINIA MILITARY INSTITUTE, COMMANDING OFFICER, LEXINGTON, VA, 65211-4090

Separation Status: N/A
Interim: N/A

Proj. UIC/RUC/PASCODE: N/A

Investigation Summary

SSBI from OPM, Opened: 2004 11 02 Closed 2005 10 19
NAC from OPM, Opened: Closed 2004 11 25

Adjudication Summary

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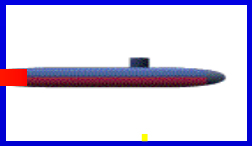
- Midshipmen is from VMI NROTC.
- Does this midshipman have the required security clearance to go on a submarine cruise?

Examples: 5



Person Summary

KNOTCLEAR, EDWARD RICHARD

Person Category ROTC (USN)

SSN: 123-45-6789

Date of Birth: 1987 07 02
Marital Status: N/A
Place of Birth: Iowa

Accesses

Category	US Access	Nuclear	PSP	Suitability and Trustworthiness	SCI
ROTC (USN)	No	No	No	**IT:** N/A **Public Trust:** N/A **Child Care:** N/A	No
Reserve - Enlisted (USN)	Secret	Rest Data	No	**IT:** N/A **Public Trust:** N/A **Child Care:** N/A	No

Person Category Information

Category Classification: N/A
Organization: 63216, NROTC VIRGINIA MILITARY INSTITUTE, COMMANDING OFFICER, LEXINGTON, VA, 65211-4090
Separation Status: N/A
Interim: N/A
Proj. UIC/RUC/PASCODE: N/A

Investigation Summary

SSBI from OPM, Opened: 2004 11 02 Closed 2005 10 19
NAC from OPM, Opened: Closed 2004 11 25

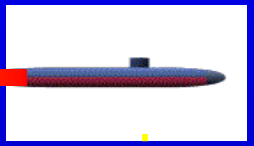
Adjudication Summary

PSI Adjudication of NACLC OPM, Opened 2005 06 30, Closed 2005 08 12, determined Eligibility of Secret on 2005 08 25 DoNCAF

- Midshipmen is from VMI NROTC.
- Access: None
- Proper Clearance:

NO

Examples: 6



Person Summary

KNOTCLEAR, EDWARD RICHARD

Person Category ROTC (USN)

SSN: 123-45-6789

Date of Birth: 1987 07 02
Marital Status: N/A
Place of Birth: Iowa

Accesses

Category	US Access	Nuclear	PSP	Suitability and Trustworthiness	SCI
ROTC (USN)	Secret	Rest Data	No	IT: N/A Public Trust: N/A Child Care: N/A	No
Academy (USN)	No	No	No	IT: N/A Public Trust: N/A Child Care: N/A	No

Person Category Information

Category Classification: N/A
Organization: 00161, NAVAL ACADEMY ANNAPOLIS, SUPERINTENDENT, ANNAPOLIS, MD, 21402-5000
Separation Status: N/A
Interim: N/A
Proj. UIC/RUC/PASCODE: N/A

Investigation Summary

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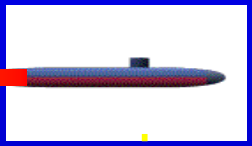
NAC from OPM, Opened: Closed 2004 11 25

Adjudication Summary

PSI Adjudication of NACLC OPM, Opened 2005 06 30, Closed 2005 08 12, determined Eligibility of Secret on 2005 08 25 DoNCAF

- Midshipmen is from VMI NROTC.
- Does this midshipman have the required security clearance to go on a submarine cruise?

Examples: 6



Person Summary

KNOTCLEAR, EDWARD RICHARD

Person Category ROTC (USN)

SSN: 123-45-6789

Date of Birth: 1987 07 02
Marital Status: N/A
Place of Birth: Iowa

Accesses

Category	US Access	Nuclear	PSP	Suitability and Trustworthiness	SCI
ROTC (USN)	Secret	Rest Data	No	IT: N/A Public Trust: N/A Child Care: N/A	No
Academy (USN)	No	No	No	IT: N/A Public Trust: N/A Child Care: N/A	No

Person Category Information

Category Classification: N/A

Organization: 00661, NAVAL ACADEMY ANNAPOLIS, SUPERINTENDENT, ANNAPOLIS, MD, 21402-5000

Separation Status: N/A
Interim: N/A
Proj. UIC/RUC/PASCODE: N/A

Investigation Summary

SSBI from OPM, Opened: 2004 11 02 Closed 2005 10 19
NAC from OPM, Opened: Closed 2004 11 25

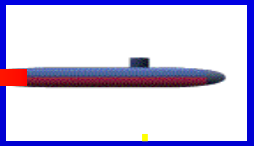
Adjudication Summary

PSI Adjudication of NACLC OPM, Opened 2005 06 30, Closed 2005 08 12, determined Eligibility of Secret on 2005 08 25 DoNCAF

- Midshipmen is from VMI NROTC.
- Ownership: USNA
- Proper Clearance:

NO

Examples: 7



Person Summary

KNOTCLEAR, EDWARD RICHARD

Person Category ROTC (USN)

SSN: 123-45-6789

Date of Birth: 1987 07 02
Marital Status: N/A
Place of Birth: Iowa

Accesses

Category	US Access	Nuclear	PSP	Suitability and Trustworthiness	SCI
ROTC (USN)	Secret	No	No	IT: N/A Public Trust: N/A Child Care: N/A	No
Academy (USN)	No	No	No	IT: N/A Public Trust: N/A Child Care: N/A	No

Person Category Information

Category Classification: N/A
Organization: 63216, NROTC VIRGINIA MILITARY INSTITUTE, COMMANDING OFFICER, LEXINGTON, VA, 65211-4090
Separation Status: N/A
Interim: N/A
Proj. UIC/RUC/PASCODE: N/A

Investigation Summary

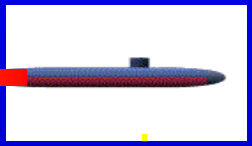
SSBI from OPM, Opened: 2004 11 02 Closed 2005 10 19
NAC from OPM, Opened: Closed 2004 11 25

Adjudication Summary

PSI Adjudication of NACLC OPM, Opened 2005 06 30, Closed 2005 08 12, determined Eligibility of Secret on 2005 08 25 DoNCAF

- Midshipmen is from VMI NROTC.
- Does this midshipman have the required security clearance to go on a submarine cruise?

Examples: 7



Person Summary

KNOTCLEAR, EDWARD RICHARD

Person Category ROTC (USN)

SSN: 123-45-6789

Date of Birth: 1987 07 02
Marital Status: N/A
Place of Birth: Iowa

Accesses

Category	US Access	Nuclear	PSP	Suitability and Trustworthiness	SCI
ROTC (USN)	Secret	No	No	IT: N/A Public Trust: N/A Child Care: N/A	No
Academy (USN)	No	No	No	IT: N/A Public Trust: N/A Child Care: N/A	No

Person Category Information

Category Classification: N/A

Organization: 63216, NROTC VIRGINIA MILITARY INSTITUTE, COMMANDING OFFICER, LEXINGTON, VA, 65211-4090

Separation Status: N/A
Interim: N/A
Proj. UIC/RUC/PASCODE: N/A

Investigation Summary

SSBI from OPM, Opened: 2004 11 02 Closed 2005 10 19
NAC from OPM, Opened: Closed 2004 11 25

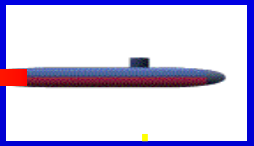
Adjudication Summary

PSI Adjudication of NACLC OPM, Opened 2005 06 30, Closed 2005 08 12, determined Eligibility of Secret on 2005 08 25 DoNCAF

- Midshipmen is from VMI NROTC.
- Access: Secret only
- Proper Clearance:

NO

Examples: 8



Person Summary

KNOTCLEAR, EDWARD RICHARD

Person Category ROTC (USN)

SSN: 123-45-6789

Date of Birth: 1987 07 02
Marital Status: N/A
Place of Birth: Iowa

Accesses

Category	US Access	Nuclear	PSP	Suitability and Trustworthiness	SCI
ROTC (USN)	Secret	Rest Data	No	IT: N/A Public Trust: N/A Child Care: N/A	No
Academy (USN)	No	No	No	IT: N/A Public Trust: N/A Child Care: N/A	No

Person Category Information

Category Classification: N/A
Organization: 63216, NROTC VIRGINIA MILITARY INSTITUTE, COMMANDING OFFICER, LEXINGTON, VA, 65211-4090
Separation Status: N/A
Interim: N/A
Proj. UIC/RUC/PASCODE: N/A

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SSBI from OPM, Opened: 2004 11 02 Closed 2005 10 19
NAC from OPM, Opened: Closed 2004 11 25

Adjudication Summary

PSI Adjudication of NACLC OPM, Opened 2005 06 30, Closed 2005 08 12, determined Eligibility of Secret on 2005 08 25 DoNCAF

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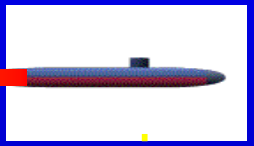
- Does this midshipman have the required security clearance to go on a submarine cruise?

Examples: 8



Person Summary

KNOTCLEAR, EDWARD RICHARD

Person Category ROTC (USN)

SSN: 123-45-6789

Date of Birth: 1987 07 02
Marital Status: N/A
Place of Birth: Iowa

Accesses

Category	US Access	Nuclear	PSP	Suitability and Trustworthiness	SCI
ROTC (USN)	Secret	Rest Data	No	IT: N/A Public Trust: N/A Child Care: N/A	No
Academy (USN)	No	No	No	IT: N/A Public Trust: N/A Child Care: N/A	No

Person Category Information

Category Classification: N/A

Organization: 63216, NROTC VIRGINIA MILITARY INSTITUTE, COMMANDING OFFICER, LEXINGTON, VA, 65211-4090

Separation Status: N/A
Interim: N/A

Proj. UIC/RUC/PASCODE: N/A

Investigation Summary

SSBI from OPM, Opened: 2004 11 02 Closed 2005 10 19
NAC from OPM, Opened: Closed 2004 11 25

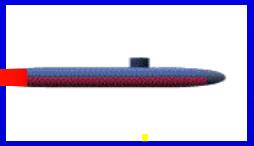
Adjudication Summary

PSI Adjudication of NACLC OPM, Opened 2005 06 30, Closed 2005 08 12, determined Eligibility of Secret on 2005 08 25 DoNCAF

- Midshipmen is from VMI NROTC.
- Category: ROTC (USN)
- Ownership: VMI
- Eligibility: Secret
- Interim: N/A
- Access: Secret, NNPI
- Proper Clearance:

YES

Examples: 9



Person Summary

KNOTCLEAR, EDWARD RICHARD

Person Category ROTC (USN)

SSN: 123-45-6789

Date of Birth: 1987 07 02
Marital Status: N/A
Place of Birth: Iowa

Accesses

Category	US Access	Nuclear	PSP	Suitability and Trustworthiness	SCI
ROTC (USN)	Interim Secret	Rest Data	No	IT: N/A Public Trust: N/A Child Care: N/A	No
Academy (USN)	No	No	No	IT: N/A Public Trust: N/A Child Care: N/A	No

Person Category Information

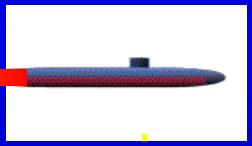
Category Classification: N/A
Organization: 63216, NROTC VIRGINIA MILITARY INSTITUTE, COMMANDING OFFICER, LEXINGTON, VA, 65211-4090
Separation Status: N/A
Interim: Interim Secret, 2007 07 13
Proj. UIC/RUC/PASCODE: N/A

Investigation Summary

Adjudication Summary

- Midshipmen is from VMI NROTC.
- Does this midshipman have the required security clearance to go on a submarine cruise?

Examples: 9



Person Summary

KNOTCLEAR, EDWARD RICHARD

Person Category ROTC (USN)

SSN: 123-45-6789

Date of Birth: 1987 07 02
Marital Status: N/A
Place of Birth: Iowa

Accesses

Category	US Access	Nuclear	PSP	Suitability and Trustworthiness	SCI
ROTC (USN)	Interim Secret	Rest Data	No	IT: N/A Public Trust: N/A Child Care: N/A	No
Academy (USN)	No	No	No	IT: N/A Public Trust: N/A Child Care: N/A	No

Person Category Information

Category Classification: N/A

Organization: 63216, NROTC VIRGINIA MILITARY INSTITUTE COMMANDING OFFICER, LEXINGTON, VA, 65211-4090

Separation Status: N/A

Interim: Interim Secret, 2007 07 13

Proj. UIC/RUC/PASCODE: N/A

Investigation Summary

Adjudication Summary

- Midshipmen is from VMI NROTC.
- Category: ROTC (USN)
- Ownership: VMI
- Eligibility: N/A
- Interim: Interim Secret
- Access: Interim Secret, NNPI
- Proper Clearance:

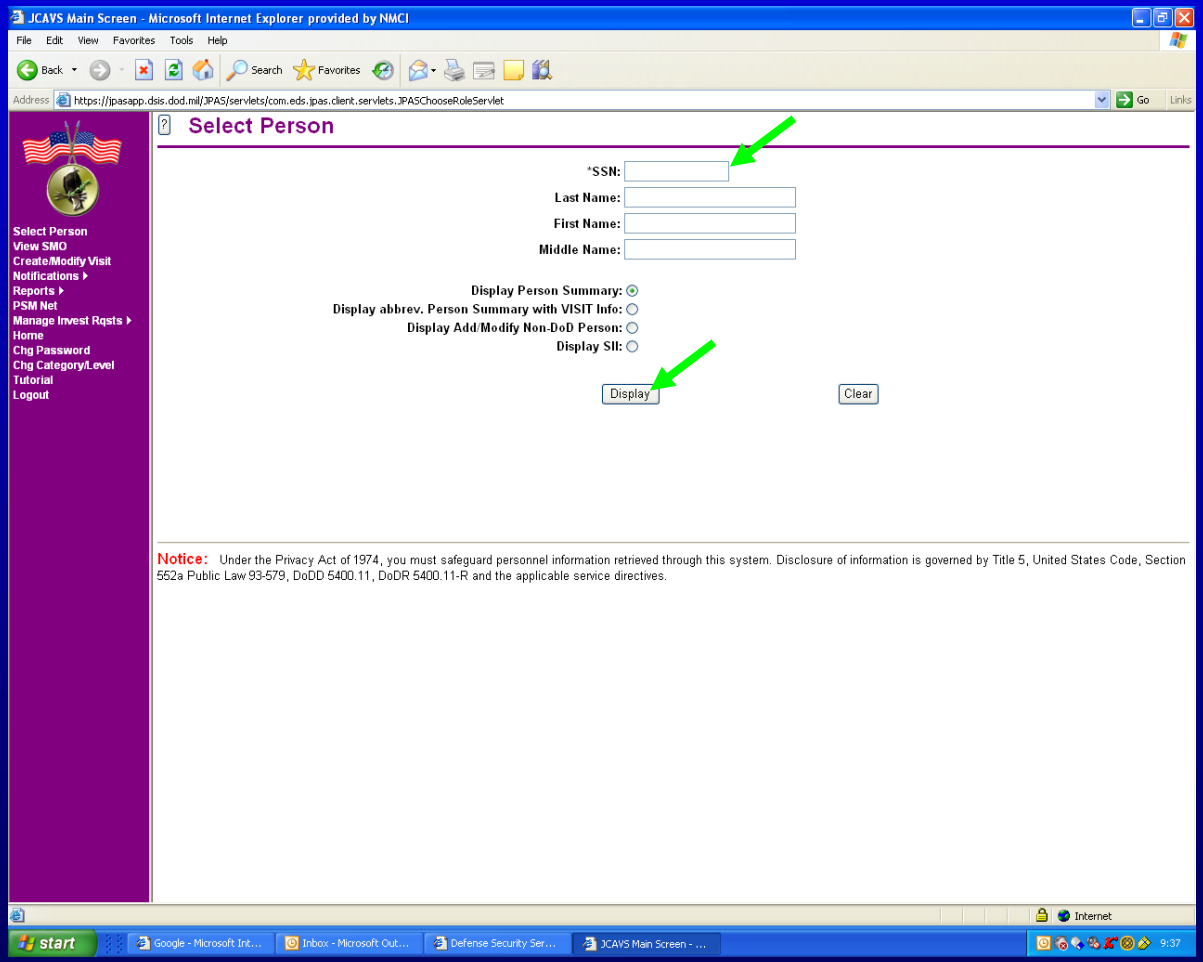
YES

Granting Non-SCI Clearances:

US Secret Access
and
Nuclear Restricted Data Access

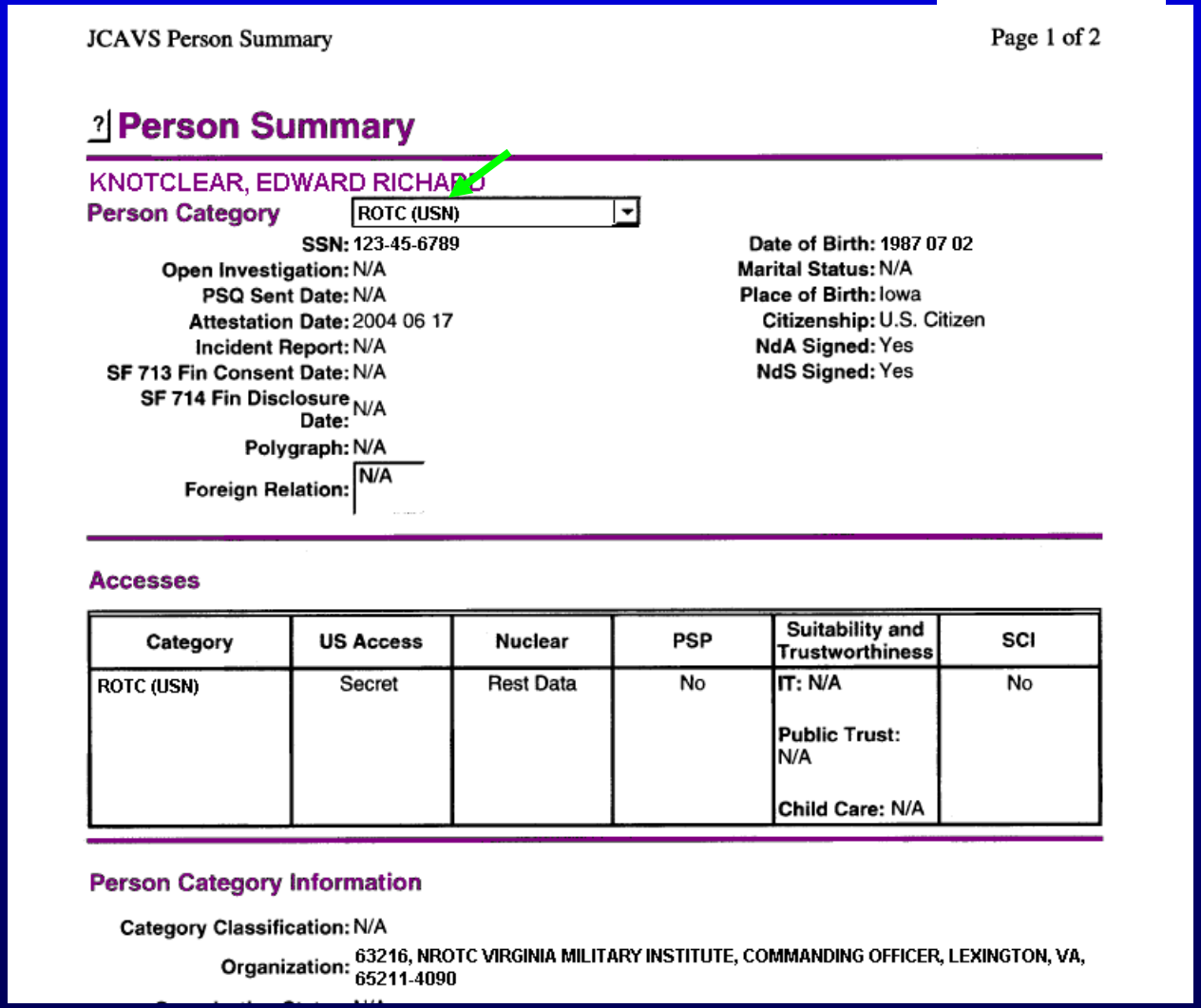
Retrieve Person Summary

- Enter SSN
- Click "Display"



Select ROTC(USN) from "Category"

- Several option may be available
- If ROTC is not available,...



JCAVS Person Summary

Page 1 of 2

Person Summary

KNOTCLEAR, EDWARD RICHARD

Person Category: ROTC (USN)

SSN: 123-45-6789
Open Investigation: N/A
PSQ Sent Date: N/A
Attestation Date: 2004 06 17
Incident Report: N/A
SF 713 Fin Consent Date: N/A
SF 714 Fin Disclosure Date: N/A
Polygraph: N/A
Foreign Relation: N/A

Date of Birth: 1987 07 02
Marital Status: N/A
Place of Birth: Iowa
Citizenship: U.S. Citizen
NdA Signed: Yes
NdS Signed: Yes

Accesses

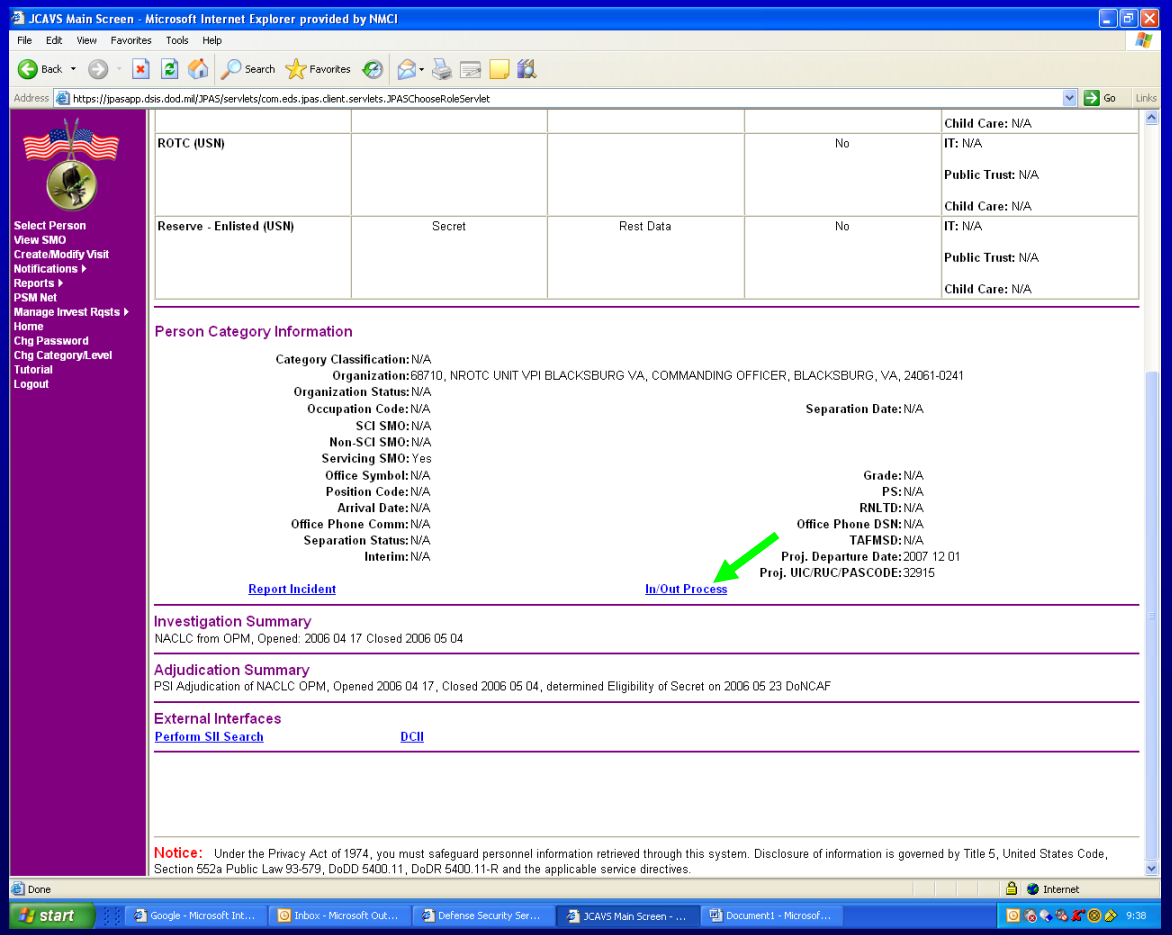
Category	US Access	Nuclear	PSP	Suitability and Trustworthiness	SCI
ROTC (USN)	Secret	Rest Data	No	IT: N/A Public Trust: N/A Child Care: N/A	No

Person Category Information

Category Classification: N/A
Organization: 63216, NROTC VIRGINIA MILITARY INSTITUTE, COMMANDING OFFICER, LEXINGTON, VA, 65211-4090

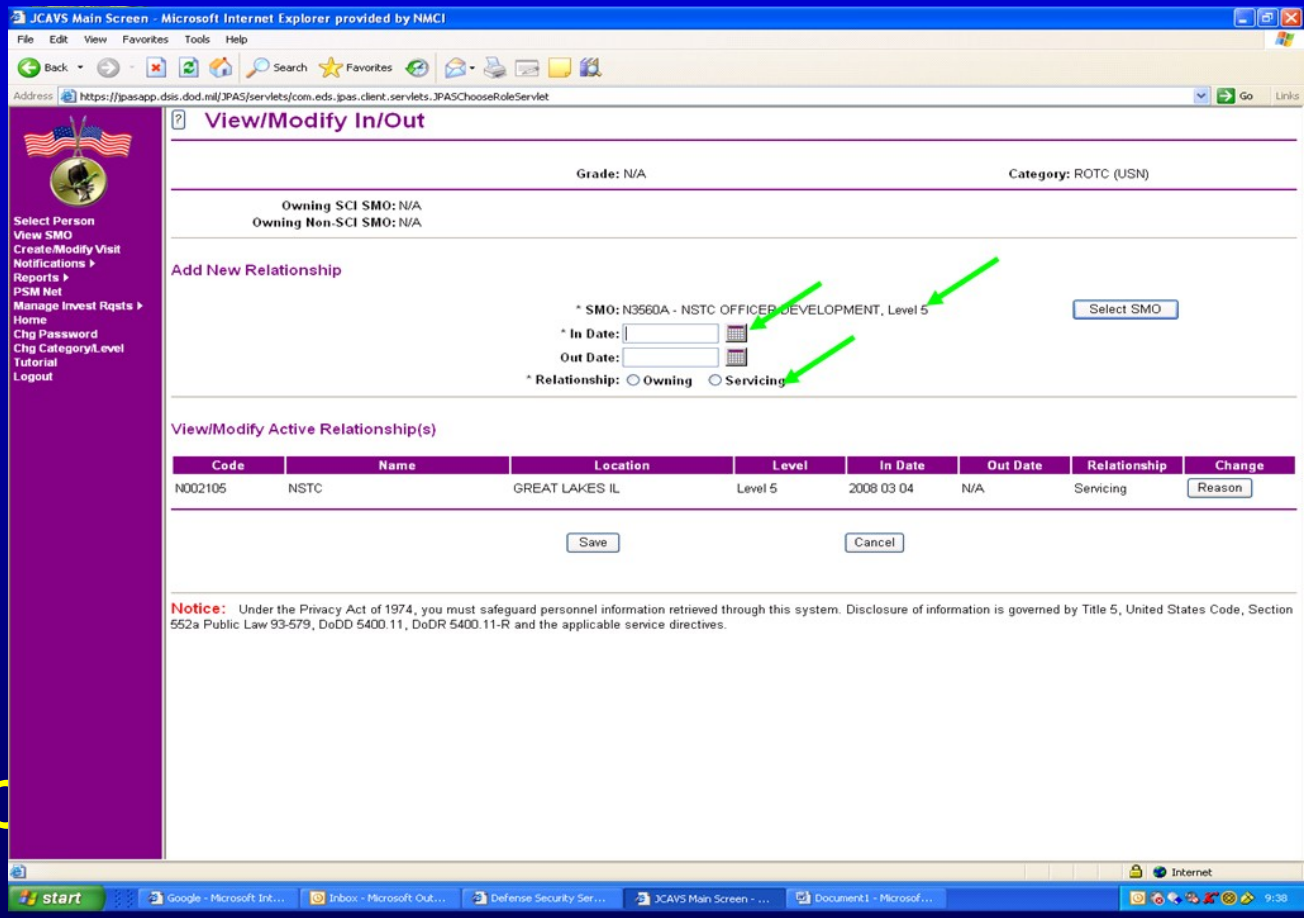
Personal Category Information

- Click IN/OUT PROCESS blue link



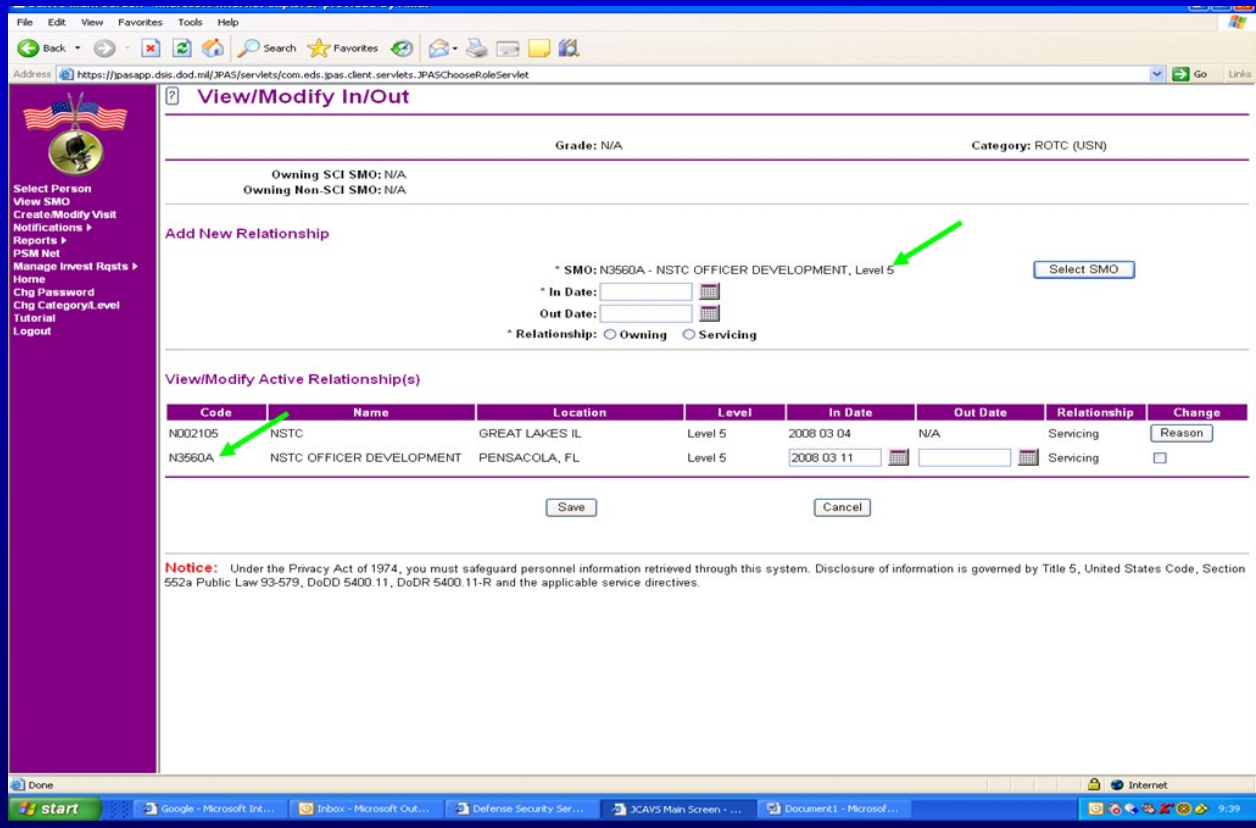
Verify your SMO selected

- If not, then select your SMO
- Enter “In Date”
- Select “Servicing” Relationship


JCAVS Main Screen - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
https://jpasapp.dsis.dod.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet
Select Person
View SMO
Create/Modify Visit
Notifications
Reports
PSM Net
Manage Invest Rqsts
Home
Chg Password
Chg Category/Level
Tutorial
Logout
View/Modify In/Out
Grade: N/A
Category: ROTC (USN)
Owning SCI SMO: N/A
Owning Non-SCI SMO: N/A
Add New Relationship
* SMO: N3560A - NSTC OFFICER DEVELOPMENT, Level 5
Select SMO
* In Date:
Out Date:
* Relationship: Owning Servicing
View/Modify Active Relationship(s)
Code Name Location Level In Date Out Date Relationship Change
N002105 NSTC GREAT LAKES IL Level 5 2008 03 04 N/A Servicing Reason
Save
Cancel
Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.
Internet
start
JCAVS Main Screen - ...

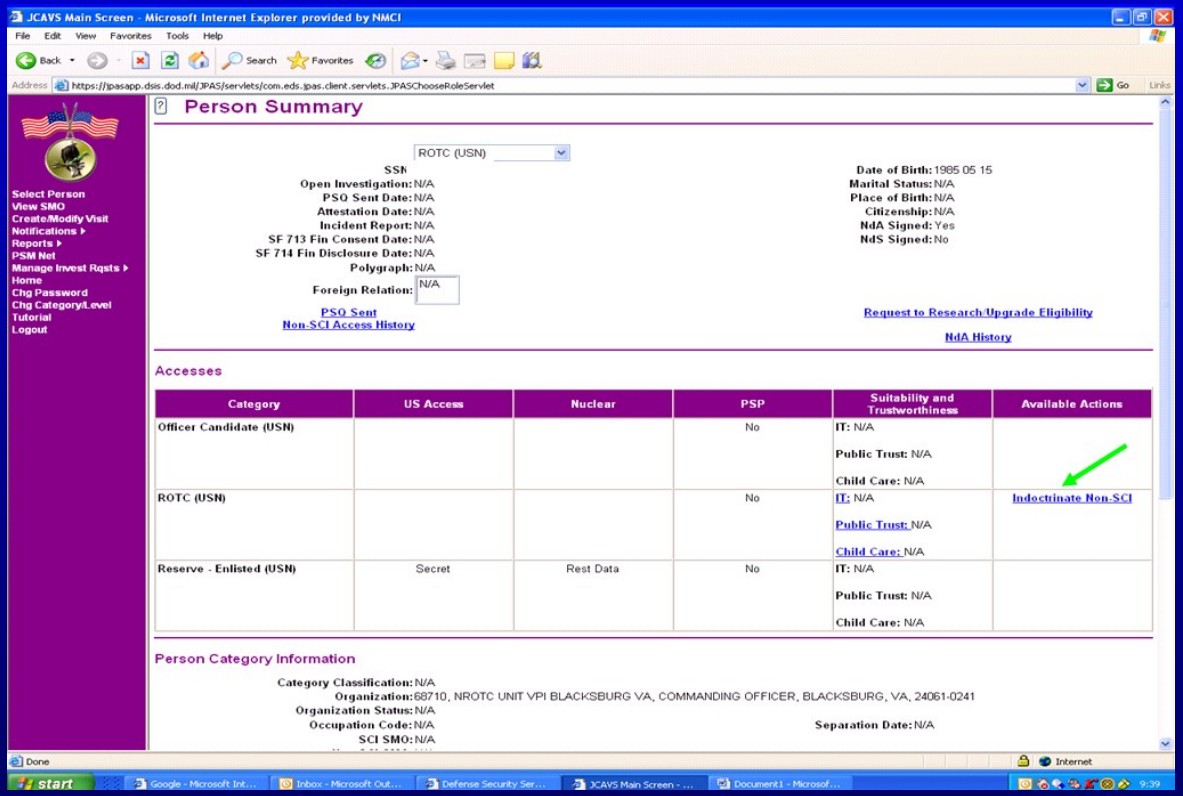
View IN/OUT Active Relationships

- Wait for the screen to update
- Verify your SMO is in “View/Modify Active Relationships ”
- Click CANCEL to return to



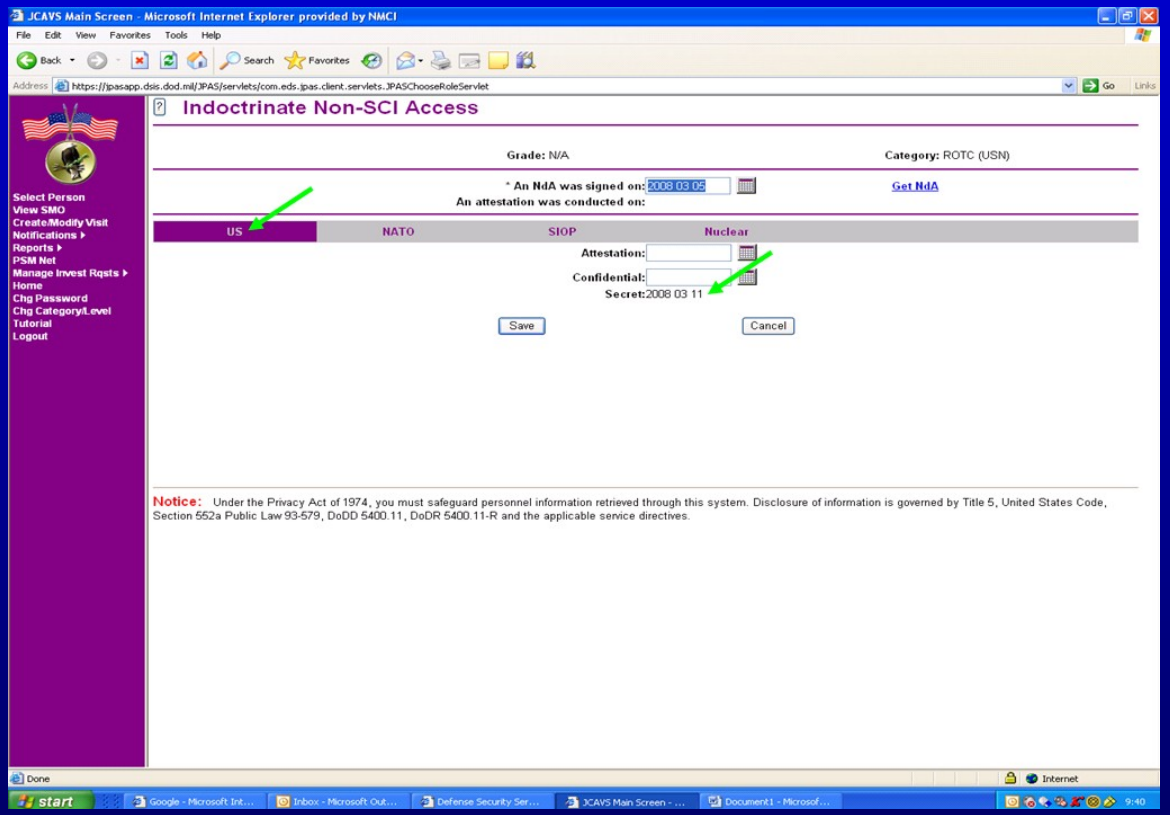
Accesses Section

- Indoctrinate Non-SCI blue link now appears in the ROTC(USN) row, Click it.



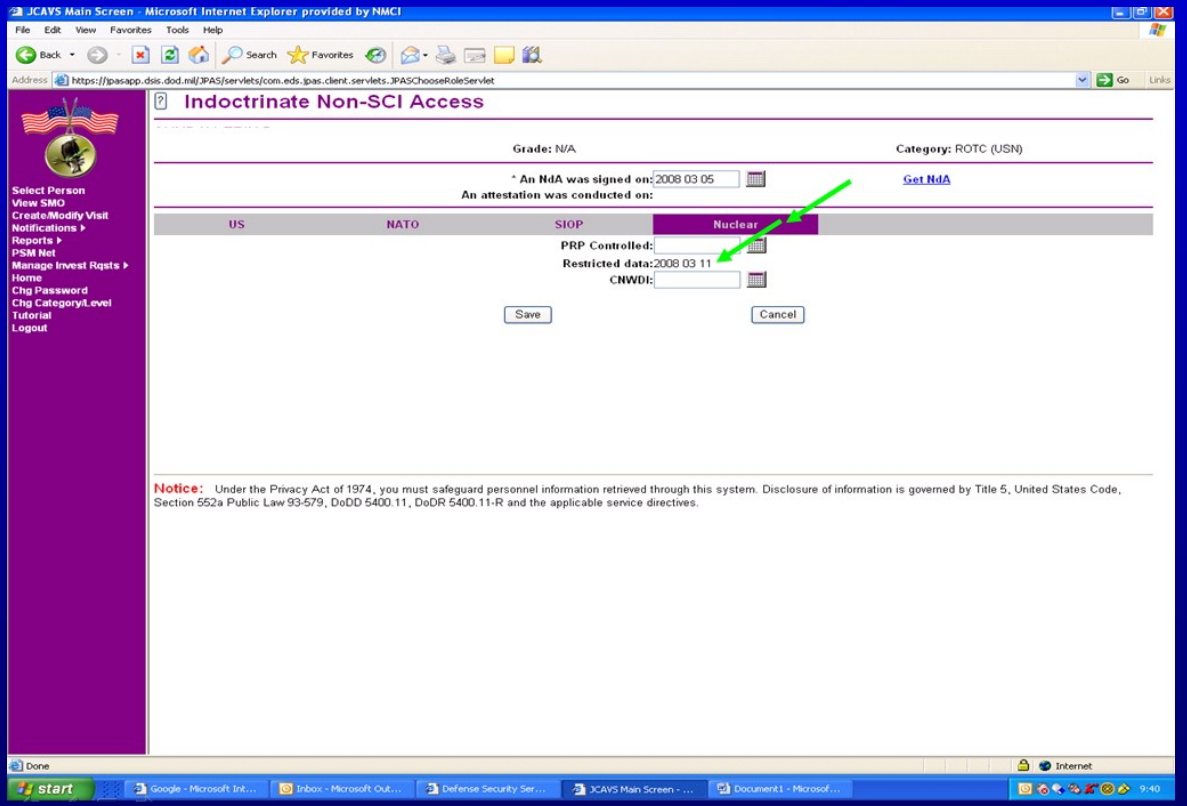
US Tab

- Click the US Tab
- Enter DATE in “Secret”
- Click SAVE
- Verify Update
- Click CANCEL to return to Home screen
- NOTE: This shows an UPDATED screen

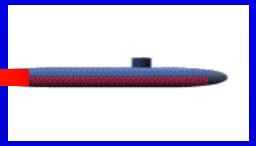


Nuclear Tab

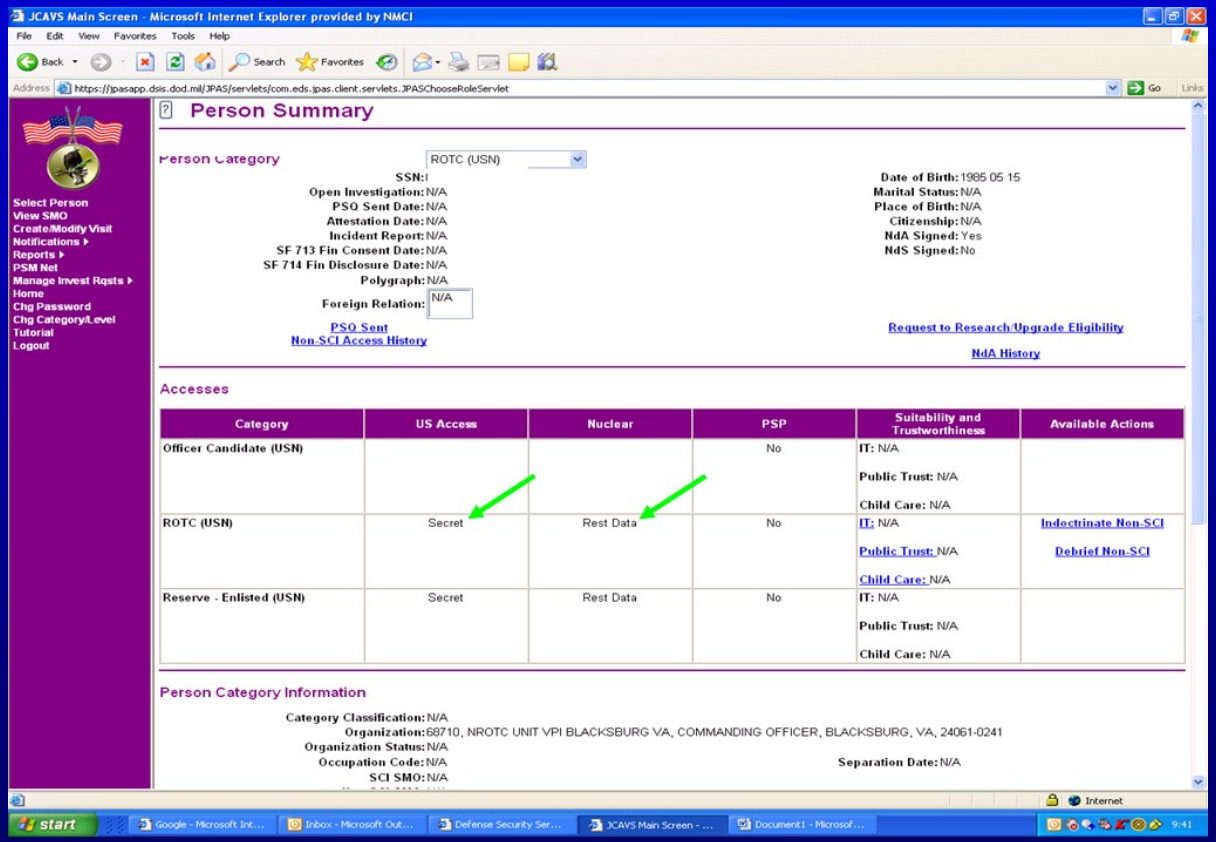
- Click the Nuclear Tab
- Enter DATE in “Restricted Data”
- Click SAVE
- Verify Update
- Click CANCEL to return to Home screen



Last Verification

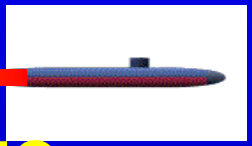


- On Home screen, US Access and Nuclear updated with “Secret” and “Rest Data” in ROTC(USN) row



Common Problems

Eligibility Not Granted



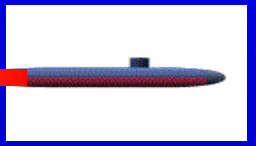
- Investigation must be submitted to OPM
- Interim secret clearance can be issued by the PNS if investigation not adjudicated
  - Investigated must be submitted
- Review interim clearance requirements in DoN Personal Security Manual section 9-4

Non Disclosure Agreement

- If the “NdA” field lists “No”, in process the MIDN
  - Select the NdA link at the top of the Person Summary
  - Enter the date that the NdA was signed
- Signed copies should be submitted to:

  COMNAVPERSCOM
  PERS-312C
  5720 Integrity Dr.
  Millington, TN 38055-3102

Cannot Indoctrinate



- Check Separation Date
  - If a date is entered in the past, it must be removed by emailing CNO Security Manager Help Desk at:

    N09N2_24E@navy.mil

  - Include in the email:
    - Name
    - SSN
    - Request to have the separation date removed from the ROTC (USN) person category

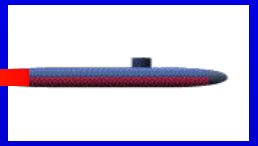
- If the separation date is blank/correct contact NSTC OD-1 for problems with

Incorrect Person Category

- If the “ROTC (USN)” Person Category is not available email CNO Security Manager Help Desk at:

  N09N2_24E@navy.mil

- Include in the email
  - Name
  - SSN
  - Describe the action that you want taken (added “ROTC (USN)” Person Category)



Points of Contact

Contacts

- NSTC OD12 – LT Brian Windmiller
  - (850) 452-4050
  - brian.windmiller@navy.mil
- NSTC OD311 – LT Maurice Mullen
  - (850) 452-9569
  - maurice.mullen@navy.mil
- NSTC Security Manager – Mr. Mike Prelich
  - (847) 688-7828, ext 4
  - michael.prelich@navy.mil